

**DISTRICT ATTORNEY OF THE EIGHTEENTH  
JUDICIAL DISTRICT**

**Parishes of Iberville, Pointe Coupee,  
and West Baton Rouge, Louisiana**

**ANNUAL FINANCIAL REPORT  
As of and For the Year Ended December 31, 2007**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court

Release Date 7/30/08

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**ANNUAL FINANCIAL REPORT  
As of and For the Year Ended December 31, 2007**

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**MAJOR, MORRISON & DAVID**  
**CERTIFIED PUBLIC ACCOUNTANTS**

JOHN L. MORRISON III, CPA, PC  
MARK A. DAVID, CPA, PC

VAN P. MAJOR, CPA (1951-2005)

MEMBERS:  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT**

Honorable Richard J. Ward, Jr.  
District Attorney, 18th Judicial District  
Plaquemine, Louisiana 70765-08880

We have audited the accompanying financial statements of the governmental activities and each major fund of the District Attorney, 18th Judicial District for the Parishes of Iberville, Pointe Coupee and West Baton Rouge, State of Louisiana, a component unit of the Iberville and West Baton Rouge Parish Councils, and Pointe Coupee Parish Police Jury, as of and for the year ended December 31, 2007, which collectively comprise the District Attorney's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the management of the District Attorney, 18th Judicial District. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District Attorney, 18th Judicial District for the Parishes of Iberville, Pointe Coupee and West Baton Rouge, State of Louisiana, as of December 31, 2007, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 30, 2008 on our consideration of the District Attorney's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

The Management's Discussion and Analysis on pages 3 through 6, and budgetary comparison information as listed in the foregoing table of contents, are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney's basic financial statements. The accompanying supplemental information schedules and other information as listed in the foregoing table of contents are presented for the purpose of additional analysis and are not a required part of the basic financial statements of the District Attorney. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

A handwritten signature in cursive script that reads "Major, Morrison & David".

Major, Morrison & David  
New Roads, Louisiana  
May 30, 2008

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
PLAQUEMINE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2007**

The Management's Discussion and Analysis (MD&A) of the District Attorney of the Eighteenth Judicial District (District Attorney) provides an overview and overall review of the District Attorney's financial activities for the fiscal year ended December 31, 2007. The intent of the MD&A is to look at the District Attorney's financial performance as a whole. It should, therefore, be read in conjunction with the District Attorney's financial statements found in the financial section starting on page 7, and the notes thereto. MD&A is an element of the new reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 *Basic Financial Statements- and Management's Discussion and Analysis- for State and Local Governments* issued June 1999.

### **FINANCIAL HIGHLIGHTS**

- The District Attorney's total net assets increased by \$124,716 over the course of this year's operations.
- During the year, the District Attorney's expenses were \$102,141 less than the \$2,509,694 generated in charges for services and operating grants for governmental programs.
- The total cost of the District Attorney's programs was \$2,407,553, an increase of approximately \$235,521 or 10.8 percent.
- The general governmental activities reported an increase (excluding general revenues) this year of \$102,141.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of four parts—management's discussion and analysis (this section), the basic financial statements, required supplementary information, and other supplementary information. The basic financial statements include two kinds of statements that present different views of the District Attorney:

- The first two statements on pages 7 and 8 are government-wide financial statements that provide information about the activities of the District Attorney as a whole and present a longer-term view of the District Attorney's finances.
- The remaining statements starting on page 9 are fund financial statements that focus on individual parts of the District Attorney's government, reporting the District Attorney's operations in more detail than the government-wide statements.
  - The governmental funds statements tell how general government services, such as judicial services, were financed in the short term as well as what remains for future spending.
  - Fiduciary fund statements provide information about the financial relationships in which the District Attorney acts solely as agent for the benefit of others, to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide additional detailed data. The notes are followed by a section of required supplementary information that further explains and supports the information in the financial statements as well as providing budgetary comparison data. The last section of the report contains additional supplemental information reporting on internal controls and any compliance findings. The rest of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

#### **Government-wide Statements**

The government-wide statements report information about the District Attorney as a whole using the accrual basis of accounting, which is similar to that which is used by private sector companies. The statement of net assets on page 7 includes all of the District Attorney's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities on page 8, regardless of when cash is received or paid.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
PLAQUEMINE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2007**

These two statements report the District Attorney's net assets and changes in them. Net assets – the difference between the District Attorney's assets and liabilities- is one way to measure the District Attorney's financial health, or financial position. Over time, increases and decreases in the District Attorney's net assets are one indicator of whether its financial health is improving or deteriorating. Other nonfinancial factors will also need to be considered to assess the overall health of the District Attorney.

The government-wide financial statements of the District Attorney, reports only one type of activity – governmental activities. All of the District Attorney's basic services are included here, such as judicial services and general administration.

**Fund Financial Statements**

The fund financial statements, beginning on page 9, provide more detail about the District Attorney's most significant funds – not the District Attorney as a whole. State laws require the establishment of some funds. Funds are accounting devices that the District Attorney uses to keep track of specific sources of funding and spending for particular purposes.

The District Attorney uses only the governmental type of fund with the following accounting approach. Most of the District Attorney's basic services are included in governmental funds, which focus on how cash and other financial assets that can be readily converted to cash flow in and out of those funds, and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements therefore provide a detailed short-term view of the District Attorney's general government operations and the basic services it provides, and helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District Attorney's programs. Since this information does not include the additional long-term focus of government-wide statements, we provide reconciliations on the subsequent pages that explain the relationship (or differences) between the two different type statements.

**FINANCIAL ANALYSIS OF THE DISTRICT ATTORNEY AS A WHOLE**

**Net assets.** The District Attorney's combined net assets increased on a steady pace between fiscal years 2006 and 2007, increasing to approximately \$909,791. (See Table 1 below)

**Table 1  
District Attorney's Net Assets**

	<b>Governmental Activities 2006</b>	<b>Governmental Activities 2007</b>
Current and other assets	\$ 773,988	\$ 905,643
Capital assets	<u>38,900</u>	<u>62,704</u>
<b>Total assets</b>	<b>\$ 842,888</b>	<b>\$ 968,347</b>
Current liabilities	52,792	58,556
Noncurrent liabilities	<u>5,052</u>	<u>0</u>
<b>Total liabilities</b>	<b>\$ 57,814</b>	<b>\$ 58,556</b>
Net assets:		
Invested in capital assets, net of related debt	58,796	57,652
Restricted – IV-D Program	34,700	41,005
Restricted – Worthless Check Program	59,760	114,192
Restricted – Early Intervention Program	0	34,198
Unrestricted	<u>631,818</u>	<u>662,744</u>
<b>Total net assets</b>	<b>\$ 785,074</b>	<b>\$ 909,791</b>

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
PLAQUEMINE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2007**

Net assets of the District Attorney's governmental activities increased by 15.9 percent to \$909,791.

**Changes in net assets.** The District Attorney's total revenues decreased by 3.4 percent to \$2.53 million (See Table 2), due to lower collections of forfeiture revenue. Approximately 56 percent of the District Attorney's revenue comes from fines, fees, and forfeitures collected from defendants in civil and criminal cases.

The total cost of all programs and services increased approximately \$235,521 or 10.8 percent due to rising personnel costs and benefit expenses as well as inflationary supply increases. The District Attorney's expenses cover all services performed by its office.

**Governmental Activities**

Revenues for the District Attorney's governmental activities decreased by 3.4 percent, while total expenses increased 10.8 percent.

**Table 2  
Changes in District Attorney's Net Assets**

	Governmental Activities 2006	Governmental Activities 2007
<b>Revenues</b>		
Program Revenues		
Charges for services	\$ 1,734,146	\$ 1,428,221
Federal and State grants	866,737	1,081,473
Other revenues	<u>21,228</u>	<u>22,575</u>
<b>Total revenues</b>	<b>\$ 2,622,111</b>	<b>\$ 2,532,269</b>
<b>Expenses</b>		
General government	<u>2,172,032</u>	<u>2,407,553</u>
<b>Total expenses</b>	<b>\$ 2,172,032</b>	<b>\$ 2,407,553</b>
<b>Increase in net assets</b>	<b>\$ <u>450,079</u></b>	<b>\$ <u>124,716</u></b>

**Table 3  
Net Cost of District Attorney's Governmental Activities**

	Total Cost of Services <u>2007</u>	Net Cost of Services <u>2007</u>
Judicial Services	2,164,501	173,087
IV-D Program	<u>243,052</u>	<u>(70,946)</u>
<b>Total</b>	<b><u>\$2,407,553</u></b>	<b><u>\$ 102,141</u></b>

**FINANCIAL ANALYSIS OF THE DISTRICT ATTORNEY'S FUNDS**

As the District Attorney completed the year, its governmental funds reported a combined fund balance of \$852,139, reflecting an increase over the prior year of \$125,861. Of this fund balance, \$189,395 is restricted for use in the IV-D, worthless check, and early intervention programs and \$662,744 is unrestricted and undesignated and therefore available for spending.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
PLAQUEMINE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2007**

The increase in fund balance was due mainly to increases in operating grants and contributions received during the year.

**General Fund Budgetary Highlights**

During the year, the District Attorney revised its budget once. The budget amendments all were to increase appropriations to prevent budget overruns and revise increased revenue estimates. Revenues increased due to more funds received from grants and pretrial intervention fees with expense increases due to personnel and related health and retirement benefits.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

At the end of the year, the District Attorney had invested \$62,704 in capital assets. (See Table 4).

**Table 4  
District Attorney's Capital Assets  
(net of accumulated depreciation)**

	Governmental Activities 2006	Governmental Activities 2006
Vehicles	10,559	17,576
Furniture and equipment	<u>58,341</u>	<u>45,128</u>
<b>Total</b>	<b>\$ <u>68,900</u></b>	<b>\$ <u>62,704</u></b>

**Debt**

At year-end, the District Attorney had long-term debt in the amount of \$0 (excluding current portions due within the next year), representing capital lease payments due on office equipment.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

Approximately 56 percent of the District Attorney's revenues are derived from fines, fees, and forfeitures from civil and criminal cases. The District Attorney's fines and fees are expected to remain the same, as well as grant income, with personnel and benefit costs rising slightly due to inflationary pressures. Forfeitures are expected to remain within the current year range along with current grant funds. If these estimates remain consistent, the District Attorney's General Fund balance is expected to remain constant with the current year end balances. The budget for the year 2008 should approximate the same as the year's 2007 budget.

**CONTACTING THE DISTRICT ATTORNEY'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the District Attorney's finances and to demonstrate the District Attorney's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Honorable Richard J. Ward, Jr., District Attorney of the Eighteenth Judicial District Iberville Parish Courthouse P.O. Drawer 880 Plaquemine, Louisiana 70765.

**BASIC FINANCIAL STATEMENTS**

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
Plaquemine, Louisiana**

**Statement of Net Assets**

**December 31, 2007**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 524,774
Investments	309,843
Accounts receivable	42,807
Grants receivable	28,219
Internal balances	0
Capital assets, net of depreciation	<u>62,704</u>
Total Assets	<u>968,347</u>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	53,504
Current portion of long term obligations	5,052
Non-current portion of long term obligations	0
Internal balances	<u>0</u>
Total Liabilities	<u>58,556</u>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	57,652
Restricted for:	
IV-D Program	41,005
Worthless Check Program	114,192
Early Intervention Program	34,198
Unrestricted (deficit)	<u>662,744</u>
Total net assets	<u>\$ 909,791</u>

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
Plaquemine, Louisiana**

**Statement of Activities**

**For the Year Ended December 31, 2007**

<b>FUNCTIONS/PROGRAMS</b>	<b>Expenses</b>	<b>Program Revenues</b>		<b>Net (Expense) Revenue</b>
		<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	
<b>Governmental activities:</b>				
General government - Judicial	\$ 2,164,501	\$ 1,428,221	\$ 909,367	\$ 173,087
Health and welfare	243,052	0	172,106	(70,946)
<b>Total governmental activities</b>	<b>2,407,553</b>	<b>1,428,221</b>	<b>1,081,473</b>	<b>102,141</b>
<b>General revenues:</b>				
Gain (loss) on sale of assets				9,463
Unrestricted investment earnings				13,112
<b>Total general revenues</b>				<b>22,575</b>
<b>Change in net assets</b>				<b>124,716</b>
<b>Net assets - beginning of the year</b>				<b>785,075</b>
<b>Net assets - end of the year</b>				<b>\$ 909,791</b>

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
Plaquemine, Louisiana  
Balance Sheet - Governmental Funds**

December 31, 2007

	GENERAL FUND	IV-D FUND	WORTHLESS CHECK FUND	EARLY INTERVENTION FUND	TOTAL GOVERNMENTAL FUNDS
<b>ASSETS</b>					
Cash and cash equivalents	\$ 350,163	\$ 20,621	\$ 114,192	\$ 39,798	\$ 524,774
Investments	309,843	0	0	0	309,843
Receivables	42,807	28,219	0	0	71,026
Due from other funds	0	0	0	0	0
Other assets	0	0	0	0	0
<b>Total Assets</b>	<b>\$ 702,813</b>	<b>\$ 48,840</b>	<b>\$ 114,192</b>	<b>\$ 39,798</b>	<b>\$ 905,643</b>
<b>LIABILITIES &amp; FUND BALANCE</b>					
<b>Liabilities:</b>					
Accounts payable	\$ 11,580	\$ 454	\$ 0	\$ 5,600	\$ 17,634
Payroll deductions and withholdings	28,489	7,381	0	0	35,870
Due to other funds	0	0	0	0	0
Due to other governmental entities	0	0	0	0	0
Amounts held in custody for others	0	0	0	0	0
<b>Total Liabilities</b>	<b>40,069</b>	<b>7,835</b>	<b>0</b>	<b>5,600</b>	<b>53,504</b>
<b>Fund Balances:</b>					
Unreserved - designated	0	41,005	114,192	34,198	189,395
Unreserved - undesignated	662,744	0	0	0	662,744
<b>Total Fund Balances</b>	<b>662,744</b>	<b>41,005</b>	<b>114,192</b>	<b>34,198</b>	<b>852,139</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 702,813</b>	<b>\$ 48,840</b>	<b>\$ 114,192</b>	<b>\$ 39,798</b>	<b>\$ 905,643</b>

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
Plaquemine, Louisiana**

**Reconciliation of the Balance Sheet - Governmental Funds  
to the Statement of Net Assets**

**For the Year Ended December 31, 2007**

Total fund balance - governmental funds	\$ 852,139
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Balance sheet - governmental funds.	62,704
Long-term liabilities, including capital leases payable, are not due and payable in the current period and therefore are not reported in the governmental funds.	<u>(5,052)</u>
Total net assets of governmental activities	<u>\$ 909,791</u>

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
Plaquemine, Louisiana  
GOVERNMENTAL FUNDS**

**Statement of Revenues, Expenditures, and  
Changes in Fund Balance  
For the Year Ended December 31, 2007**

	GENERAL FUND	IV-D FUND	WORTHLESS CHECK FUND	EARLY INTERVENTION FUND	TOTAL GOVERNMENTAL FUNDS
<b>REVENUES</b>					
Commissions on fines and forfeitures and fees for collection of worthless checks	\$ 913,690	\$ 0	\$ 58,976	\$ 0	\$ 972,666
Intergovernmental revenues:					
Parish police juries	410,336	0	0	0	410,336
Federal grants	0	172,106	0	24,336	196,442
Other	31,685	0	0	0	31,685
On-Behalf salaries & benefits received	816,531	0	0	0	816,531
Interest earnings	13,112	0	0	0	13,112
Other revenues	38,554	0	0	43,500	82,054
<b>Total revenues</b>	<b>2,223,868</b>	<b>172,106</b>	<b>58,976</b>	<b>67,836</b>	<b>2,522,806</b>
<b>EXPENDITURES</b>					
Salaries and related benefits	954,484	224,536	0	0	1,179,020
On-Behalf salaries & benefits paid	816,531	0	0	0	816,531
Legal and accounting	16,800	0	0	0	16,800
Insurance	124,927	7,861	0	0	132,788
Office supplies	44,630	3,628	0	950	49,208
Repairs and maintenance	20,176	678	0	0	20,854
Utilities	24,612	4,119	0	0	28,731
Capital outlay	29,719	2,749	0	0	32,468
Miscellaneous	95,920	2,230	4,544	32,688	135,382
<b>Total expenditures</b>	<b>2,127,799</b>	<b>245,801</b>	<b>4,544</b>	<b>33,638</b>	<b>2,411,782</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>96,069</b>	<b>(73,695)</b>	<b>54,432</b>	<b>34,198</b>	<b>111,024</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Sale of fixed assets	14,837	0	0	0	14,837
Transfers in	0	80,000	0	0	80,000
Transfers out	(80,000)	0	0	0	(80,000)
<b>Total other financing sources (uses)</b>	<b>(65,163)</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>14,837</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>30,926</b>	<b>6,305</b>	<b>54,432</b>	<b>34,198</b>	<b>125,861</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>631,818</b>	<b>34,700</b>	<b>59,760</b>	<b>0</b>	<b>726,278</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 662,744</b>	<b>\$ 41,005</b>	<b>\$ 114,192</b>	<b>\$ 34,198</b>	<b>\$ 852,139</b>

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
Plaquemine, Louisiana**

**Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balances of Governmental Funds to the Statement of Activities**

**For the Year Ended December 31, 2007**

Net change in fund balances - total governmental funds \$ 125,861

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount which capital outlays exceeded depreciation in the current period.

Capital outlays	27,416
Depreciation	(28,239)

Governmental funds report the proceeds from the sale of capital assets as revenues. However, in the statement of activities only gains or losses are reported:

Gain (loss) on the disposal of capital assets	9,463
Proceeds from the sale of capital assets	(14,837)

Repayment of the principal of long term debt results in the use of current financial resources in the governmental funds, but has no effect on the Statement of Net Assets. This represents the amount of principal retirement of long term debt.

5,052

Change in net assets of governmental activities \$ 124,716

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
Plaquemine, Louisiana**

**Statement of Fiduciary Net Assets  
December 31, 2007**

	<u>AGENCY FUNDS</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ <u>652,160</u>
Total Assets	\$ <u><u>652,160</u></u>
<b>LIABILITIES</b>	
Due to other funds	0
Due to other governmental entities	0
Amounts held in custody for others	<u>652,160</u>
Total Liabilities	\$ <u><u>652,160</u></u>

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT**  
**Plaquemine, Louisiana**

**Notes to the Financial Statements**  
**As of and For the Year Ended December 31, 2007**

**INTRODUCTION**

As provided by Article V, Section 26 of the Louisiana Constitution of 1984, the District Attorney has charge of every criminal prosecution by the State in his district, is the representative of the State before the Grand Jury in his district, and is the legal advisor to the Grand Jury. He performs other duties as provided by law. The qualified electors of the judicial district elect the District Attorney for a term of six years. The District Attorney currently employs 37 people.

**1. SUMMARY OF SIGNIFICANT POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying financial statements of the District Attorney of the 18th Judicial District, a component unit of the Iberville and West Baton Rouge Parish Council, and Pointe Coupee Parish Police Jury, have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements- and Management's Discussion and Analysis-for State and Local Governments*, issued June 1999.

**B. REPORTING ENTITY**

The district attorney is an independent elected official; however, the district attorney is fiscally dependent on the Iberville and West Baton Rouge Parish Councils, and Pointe Coupee Parish Police Jury. The police jury and councils maintain and operate the parish courthouse in which the district attorney's offices are located and provide funds for payroll and other expenses of the district attorney's office. In addition, the councils and police jury's financial statements would be incomplete or misleading without inclusion of the district attorney. For these reasons, the district attorney was determined to be a component unit of the Iberville and West Baton Rouge Parish Council and Pointe Coupee Parish Police Jury, the financial reporting entities of the Iberville, Pointe Coupee, and West Baton Rouge Parishes.

The accompanying financial statements present information only on the funds maintained by the district attorney and do not present information on the police juries, the general governmental services provided by those governmental units, or the other governmental units that comprise the financial reporting entities.

**C. FUND ACCOUNTING**

The district attorney uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions relating to certain district attorney functions or activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

**Governmental Funds**

Governmental funds account for all or most of the district attorney's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources, which may be used to finance future period programs or operations of the district attorney. The following are the district attorney's governmental funds:

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT**  
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**General Fund** – the primary operating fund of the district attorney and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to district attorney policy. The general fund also includes the pre-trial diversion program.

**Title IV-D Special Revenue Fund**

The Title IV-D Special Revenue Fund consists of reimbursement grants from the Louisiana Department of Social Services, authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the social security act. The purpose of the fund is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain child, spousal and medical support.

**Worthless Check Collection Fee Special Revenue Fund**

The Worthless Check Collection Fee Special Revenue Fund consists of fees collected in accordance with Louisiana Revised Statute 16:15, which provides for a specific fee whenever the district attorney's office collects and processes a worthless check. Expenditures from this fund are at the sole discretion of the district attorney and may be used to defray the salaries and the expenses of the office of the district attorney but may not be used to supplement the salary of the district attorney.

**Early Intervention Fund**

The Early Intervention Fund consists of a federal grant passed through the Pointe Coupee Parish School Board which provides funding for the purpose of providing students in pre-kindergarten through the eighth grade with services which will help them to avoid behavioral problems and to achieve more success in their educational endeavors.

**D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING**

**Government-Wide Financial Statements (GWFS)**

The Statement of Net Assets and the Statement of Activities display information about the district attorney as a whole. These statements include all the financial activities of the district attorney. Information contained in these statements reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues** – Program revenues included in the Statement of Activities are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the district attorney's general revenues.

**Fund Financial Statements (FFS)**

The amounts reflected in the General Fund of the Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the district attorney's operations (See the reconciliation statements).

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The amounts reflected in the General Fund in the FFS use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The district attorney considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt, which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Revenues are recognized when they become both measurable and available to finance expenditures of the current period. Certain revenues are assessed and collected in such a manner that they can be accrued appropriately.

Commissions on the fines and forfeitures are recorded in the year they are collected by the tax collector, an intermediary collecting government.

Intergovernmental revenues are recorded when the District Attorney is entitled to the funds.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, if measurable.

**Other Financing Sources (Uses)**

Transfers between funds, which are not expected to be repaid, and proceeds from the sale of assets are accounted for as other financing sources (uses).

**Deferred Revenues**

Deferred revenues arise when the district attorney receives resources before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the district attorney has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

**E. BUDGETS**

Budgets for the General and Special Revenue Funds are adopted on a basis consistent with U.S. generally accepted accounting principles. The proposed budget, prepared on the modified accrual basis of accounting, for fiscal year December 31, 2007 was completed, published, and made available for public inspection on December 7, 2006. The public hearing was held at the District Attorney's office on December 18, 2006 for comments from taxpayers. The budget was legally adopted and amended, as necessary, by the District Attorney following the public hearing. All expenditure appropriations lapse at year end. The District Attorney has sole authority to make changes or amendments within various budget classifications. One amendment was made to the original General and Special Revenue Fund budgets for the year ended December 31, 2007.

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The on-behalf payments received and paid by the State of Louisiana and the parish councils and jury are not budgeted or reflected in the Budgetary Comparison Schedule- General Fund in this report. The net effect of reflecting the receipt and payment of salaries and benefits on-behalf is zero. A reconciliation of total revenues and expenditures for the General Fund follows:

	Total Revenue	Total Expenditures
Actual - Page 11	\$ 2,223,888	\$ 2,127,799
On-Behalf Payments	816,531	816,531
Budget - Page 25	\$ 1,407,357	\$ 1,311,268

**F. CASH AND CASH EQUIVALENTS**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Under state law, the district attorney may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana or any other state of the United States, or under the laws of the United States.

**G. INVESTMENTS**

Investments are limited by R.S. 33:2955 and the district attorney's investment policy. The district attorney may invest in United States bonds, treasury notes, or certificates of deposits. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. GASB Statement No. 31 allows the district attorney to report at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short term, highly liquid debt instruments that include U.S. Treasury obligations. Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts. Investments listed in the balance sheet are stated at cost.

**H. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated historical cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The district attorney maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Assets and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Equipment & furniture	5 years
Vehicles	5 - 10 years

**I. COMPENSATED ABSENCES**

The district attorney has the following policy relating to vacation and sick leave, which are non-cumulative and non-vesting:

Sick Leave - Employees have ten days leave with pay. Any sick leave taken after the ten days will be taken without pay.

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Vacation – Secretaries have one week vacation the first year, two weeks vacation the second year and three weeks vacation thereafter.

**J. RESTRICTED NET ASSETS**

For government-wide statement of net assets, net assets are reported as restricted when constraints placed on net asset use are either:

- 1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
- 2) imposed by law through constitutional provisions or enabling legislation.

**K. FUND EQUITY**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

**L. USE OF ESTIMATES**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**2. EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

The following fund had actual expenditures over budgeted appropriations for the year ended December 31, 2007:

<u>Fund</u>	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
Early Intervention	\$0	\$22,309	\$33,638	\$11,329

**3. DEPOSITS AND INVESTMENTS**

**A. Cash and Cash Equivalents**

Cash and Cash equivalents include bank accounts and short-term investments. See Note 1(F) for additional cash disclosure note information.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure the District Attorney's deposits may not be returned. Deposits are exposed to custodial credit risk if they are either (a) uninsured and uncollateralized, or (b) uninsured and collateralized with securities held by the pledging financial institution or its trust department/agent but not in the name of the District Attorney. The District Attorney's cash and investment policy, as well as state law, require that deposits be fully secured by federal deposit insurance or the pledge of securities owned by the bank. The fair value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the bank. The following chart represents bank balances for the District Attorney as of December 31, 2007. Deposits are listed in terms of whether they are exposed to custodial credit risk.

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**Bank Balances**

	<u>Uninsured &amp; Uncollateralized</u>	<u>Uninsured &amp; collateralized With securities held by Pledging Institution or it's Trust Department/Agent But not in the Entity's Name</u>	<u>Total Bank Balances - All Deposits</u>	<u>Total Carrying Value - All Deposits</u>
Cash and Cash Equivalents	\$ _____ -	\$ _____ -	\$ <u>1,191,377</u>	\$ <u>1,176,934</u>

Total bank balances and total carrying amount of deposits includes cash in the agency funds at year end.

**B. Investments**

Investments are stated at fair value. See also Note 1 (G) for additional investment disclosure information.

**Credit Risk - Investments**

Investments permitted by state statute include obligations issued, insured or guaranteed by the U.S. government including certificates or other ownership interest in such obligations and/or investments in registered mutual or trust funds consisting solely of U.S. government securities. The District Attorney's investment program is limited to purchases of bank certificate of deposits, U.S. treasury and government agency obligations as well as investments in the Louisiana Asset Management Pool, Inc. (LAMP). LAMP is a nonprofit corporation formed by an initiative of the State Treasurer, and organized under the laws of the State of Louisiana which operates a local government investment pool. It is the District Attorney's opinion that since these securities are governmental agencies, credit risk is not a factor.

**Custodial Credit Risk - Investments**

Custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction, the District Attorney will not be able to recover the value of the investment. Investments are exposed to custodial risk if the securities are (a) uninsured and unregistered and held by the counterparty or (b) uninsured, unregistered and held by the counterparty's trust department or agent but not in the name of the District Attorney. The following chart presents the investment position of the District Attorney as of December 31, 2007. The various types of investments are listed and presented by whether they are exposed to custodial credit risk.

**Investments**

	<u>Uninsured, Unregistered, and Held by the Counterparty</u>	<u>Uninsured, Unregistered &amp; Held by the Counterparty's Trust Department or Agent But not in the Entity's Name</u>	<u>All Investments - Reported Amount</u>	<u>All Investments - Fair Value</u>
Certificates of Deposit	_____ -	_____ -	\$ <u>309,843</u>	\$ <u>309,843</u>
Total	\$ _____ -	\$ _____ -	\$ <u>309,843</u>	\$ <u>309,843</u>

**Interest Rate Risk - Investments**

Interest rate risk is defined as the risk that changes in interest rates will adversely affect the fair value of investments. Investments can be highly sensitive to changes in interest rates due to their terms or characteristics. The District Attorney's investment policy with regards to interest rate risk is to match cash flow requirements with cash flows from investments. This matching allows for securities to be held to maturity thereby avoiding realizing losses due to liquidation of securities prior to maturity, especially in a rising interest rate environment. Investing in longer term maturities that contain a "step up" in coupon interest rates will also contribute to the reduction of interest rate risk. Investments classified by maturity dates at

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT**  
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December 31, 2007 are summarized below:

<u>Investment</u>	<u>Fair Value</u>	<u>0-1 Years Before Maturity</u>	<u>1-5 Years Before Maturity</u>	<u>6+ Years Before Maturity</u>
Certificates of Deposit	\$ <u>309,843</u>	<u>309,843</u>	-	-
Total	\$ <u>309,843</u>	\$ <u>309,843</u>	\$ -	\$ -

**4. RECEIVABLES**

The following is a summary of receivables at December 31, 2007:

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Totals</u>
Accounts Receivable	\$ <u>42,807</u>	\$ <u>28,219</u>	\$ <u>71,026</u>

**5. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2007 are as follows:

	<u>Furniture &amp; Equipment</u>	<u>Automobiles</u>	<u>Total</u>
Cost of capital assets, December 31, 2006	\$ 170,068	\$ 34,345	\$ 204,413
Additions	8,174	19,242	27,416
Deletions	( 0)	(16,968)	( 16,968)
Cost of capital assets, December 31, 2007	<u>178,242</u>	<u>36,619</u>	<u>214,861</u>
Accumulated depreciation, December 31, 2006	111,726	23,787	135,513
Additions	21,387	6,852	28,239
Deletions	( 0)	(11,595)	( 11,595)
Accumulated depreciation, December 31, 2007	<u>133,113</u>	<u>19,044</u>	<u>152,157</u>
Capital assets net of accumulated Depreciation, at December 31, 2007	<u>\$ 45,129</u>	<u>\$ 17,575</u>	<u>\$ 62,704</u>

Depreciation expense of \$28,239 for the year ended December 31, 2007 was charged to the general fund governmental function.

**6. PENSION PLANS**

Substantially all employees of the District Attorney are members of either the Louisiana District Attorneys Retirement System or the Parochial Employees' Retirement System of Louisiana. These systems are cost sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Pertinent information relative to each plan follows:

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT**  
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**A. Louisiana District Attorneys Retirement System**

*Plan Description.* The district attorney and assistant district attorneys are members of the Louisiana District Attorneys Retirement System (System), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. Assistant district attorneys who earn, as a minimum, the amounts paid by the state for assistant district attorneys and are under the age of 60 at the time of original employment and all district attorneys are required to participate in the System. For members who joined the System before July 1, 1990, and who elected not to be covered by the new provisions, the following applies: Any member with 23 or more years of creditable service regardless of age may retire with a 3 per cent benefit reduction for each year below age 55, provided that no reduction is applied if the member has 30 or more years of service. Any member with at least 18 years of service may retire at age 55 with a 3 per cent benefit reduction for each year below age 60. In addition, any member with at least 10 years of service may retire at age 60 with a 3 per cent benefit reduction for each year retiring below the age of 62. The retirement benefit is equal to 3 per cent of the member's average final compensation multiplied by the number of years of his membership service, not to exceed 100 per cent of his average final compensation. For members who joined the System after July 1, 1990, or who elected to be covered by the new provisions the following applies: Members are eligible to receive normal retirement benefits if they are age 60 and have 10 years of service credit, are age 55 and have 24 years of service credit, or have 30 years of service credit regardless of age. The normal retirement benefit is equal to 3.5 per cent of the member's final-average compensation multiplied by years of membership service. A member is eligible for early retirement if he is age 55 and has 18 years of service credit. The early retirement benefit is equal to normal retirement benefit reduced 3 per cent for each year the member retires in advance of normal retirement age. Benefits may not exceed 100 per cent of average final compensation. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana District Attorneys Retirement System, 1645 Nicholson Drive, Baton rouge, Louisiana 70802, or by calling (225) 267-4824.

*Funding Policy.* Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the district attorney is required to contribute at an actuarially determined rate. The rate from July 1, 2007 to June 30, 2008 was 0.00 percent of covered payroll (3.5% in prior year). Contributions to the System also include 2 percent of the ad valorem taxes collected throughout the state and revenue sharing funds as appropriated by the legislature. The contribution requirements of plan members and the district attorney are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The district attorney's contributions to the System for the years ending December 31, 2007, 2006, and 2005, were \$9,497, \$25,857, and \$23,826, respectively, equal to the required contributions for each year.

**B. Parochial Employees' Retirement System of Louisiana**

*Plan Description.* Substantially all employees of the District Attorney who are not members of the District Attorneys Retirement System are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the District Attorney who are in the system are members of Plan A.

All permanent employees working at least 28 hours per week whom are paid wholly or in part from Parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of creditable service. However, for those employees who are members of the supplemental plan only before January 1, 1980, the benefit is equal to one percent of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT**

Plaquemine, Louisiana

Notes to the Financial Statements

at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System of Louisiana, P. O. Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (225) 928-1361.

*Funding Policy.* Under Plan A, members are required by state statute to contribute 9.5 percent of their annual covered salary and the District Attorney is required to contribute at an actuarially determined rate. The current rate is 13.25 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the District Attorney are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The District Attorney's contributions to the System under Plan A for the years ending December 31, 2007, 2006, and 2005, were \$49,768, \$42,853, and \$47,504, respectively, equal to the required contributions for each year.

**7. DEFERRED COMPENSATION PLAN**

Employees of the District Attorney may participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. The District Attorney's office has agreed to contribute a matching amount on a dollar for dollar basis of the employee's deferral up to a maximum of 6% of gross wages determined in the initial year of the plan or employment if hired after that date. Contributions made by the District Attorney for the year ending December 31, 2007 and 2006 were \$56,868 and \$52,512, respectively. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

**8. LEASES**

The district attorney records assets acquired through capital leases as an asset and an obligation in the accompanying financial statements. The district attorney currently has a capital lease on a copier that includes a purchase option at the end of the lease for \$1. The following is an analysis of capital leases:

<u>Type</u>	<u>Recorded amount</u>
Equipment- Copier	\$25,260

The minimum annual commitments under operating leases are as follows:

<u>Fiscal year:</u>	<u>Equipment</u>
2008	<u>5,052</u>
Total minimum lease payments	\$ 5,052
Less amount representing interest	<u>      -</u>
Present value of net minimum lease payments	<u>\$ 5,052</u>

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT**  
**Plaquemine, Louisiana**  
**Notes to the Financial Statements**

**9. INTERFUND TRANSFERS**

The following interfund transfers were incurred during the year ended December 31, 2007:

Transferring Fund	IV-D Fund
General Fund	\$ 80,000

Transfers from the general fund to IV-D fund occurred in order to cover the additional costs of running the child enforcement support program over the federal funds received during the year.

**10. LITIGATION AND CLAIMS**

At December 31, 2007, the district attorney had one lawsuit pending which is being rigorously contested by the District Attorney who feels that they will prevail. The ultimate resolution of this lawsuit cannot be presently determined and no provision for any liability that may result from such claims has been made in the financial statements. Litigation costs of \$0 were incurred in the current year.

**11. EXPENDITURES OF THE DISTRICT ATTORNEY NOT INCLUDED  
IN THE ACCOMPANYING FINANCIAL STATEMENTS**

The accompanying financial statements do not include expenses of the District Attorney paid from the criminal court funds or from other parish funds for the operation of the District Attorney. Examples include office rent, miscellaneous supplies, and portions of health insurance. The amount of expenses paid by these other agencies has not been determined. See note 14 for other on-behalf payments included in these financial statements.

**12. OTHER EMPLOYMENT BENEFITS**

The District Attorney provides certain health care and dental benefits for its active employees. Substantially all employees may participate while working for the District Attorney. These benefits are provided through the related police juries and an insurance company whose monthly insurance premiums are paid by the District Attorney. The cost of employee's benefits totaled \$128,723 for the year ended December 31, 2007.

**13. RISK MANAGEMENT**

The District Attorney's office is exposed to risks of loss in the area of workers' compensation. Those risks are handled by purchasing commercial insurance. There was no significant reduction in insurance coverage during the current fiscal year.

**14. ON-BEHALF PAYMENTS**

The state and the various councils and jury pay a portion of the salaries of the District Attorney and the Assistant District Attorneys. The councils and jury pay the salaries of the office staff with a supplemental payroll from the District Attorney's payroll account. The State of Louisiana provides direct payments of salaries to the district attorney and the assistant district attorneys as designated by the District Attorney's office. These payments, referred to as "on-behalf payments received", provide the district attorney and assistant district attorneys with their base salary (currently \$50,000 and \$40,000, respectively). If the District Attorney's office wishes to pay salaries greater than the amount of salary supplements from the state, the additional amounts are paid out of the council's payroll accounts or the District Attorney's office payroll account. The councils and jury provide the office staff with their base salary and if the District Attorney wishes to pay salaries greater than that amount, the additional amounts are paid out of the District Attorney's payroll account.

In accordance with GASB No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*, the amount of on-behalf salaries paid directly to the district attorney, assistant district attorneys, and office staff, as well as the related benefits, has been recognized by the District Attorney's Office as revenues and expenditures. The amount recognized for the year ended December 31, 2007 and 2006 was \$816,531 and \$675,569, respectively.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT**  
**Plaquemine, Louisiana**  
**Notes to the Financial Statements**

**15. FEDERAL FINANCIAL ASSISTANCE PROGRAM**

The District Attorney participates in the following federal financial assistance programs:

<u>Federal Grants/ Program Title</u>	<u>CFDA Number</u>	<u>Pass-Through Grantors Number</u>	<u>Expenditures</u>
Department of Health and Human Services Passed through Louisiana Department of Social Services:			
Title IV-D – Reimbursement assistance for child support			
Direct Grant			
Reimbursement Funds	93.563	DSS#634998	\$85,532
	93.563	DSS#651198	\$86,574

This program is funded by indirect assistance payments in the form of reimbursements of a portion of certain expenditures, received from the Louisiana Department of Social Services. The reimbursed payments are restricted by a formal agreement between the District Attorney and Department of Social Services and include a budget of expected expenditures for each fiscal year ending June 30. The District Attorney submits reimbursement requests to the Department of Social Services on a monthly basis. Reimbursement payments may be subjected to further review and audit by the federal grantor agency. No provision has been made in the financial statements for the reimbursement of any expenditure that may be disallowed as a result of such a review or audit.

<u>Federal Grants/ Program Title</u>	<u>CFDA Number</u>	<u>Pass-Through Grantors Number</u>	<u>Expenditures</u>
U.S. Department of Education Passed through Louisiana Department of Education and the Pointe Coupee Parish School Board:			
Safe and Drug-Free Schools & Communities- Coordinated School Based Health Pilot Program (Prosecutor's Early Intervention Program)	84.184S	N/A	\$24,336

This program is funded by indirect assistance payments from the Pointe Coupee Parish School Board, received from the Louisiana Department of Education , and private donations. The payments are restricted by a formal intergovernmental agreement between the District Attorney and the Pointe Coupee School Board for the purpose of providing students in pre-k through eighth grade with services which will help them avoid behavioral problems and achieve more success in their educational endeavors.

**REQUIRED SUPPLEMENTARY INFORMATION**

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT**  
**Plaquemine, Louisiana**  
**GENERAL FUND**

**BUDGETARY COMPARISON SCHEDULE**  
**For the Year Ended December 31, 2007**

	<u>BUDGETED AMOUNTS</u>		ACTUAL	VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)
	ORIGINAL	FINAL		
<b>REVENUES</b>				
Commissions on fines, forfeitures and fees for collection of worthless checks	\$ 843,000	\$ 863,000	\$ 913,690	\$ 50,690
Intergovernmental revenues:				
Parish police jury	400,000	405,000	410,336	5,336
Other	0	0	31,665	31,665
Interest earnings	0	0	13,112	13,112
Other revenues	50,000	78,000	38,554	(39,446)
<b>Total revenues</b>	<b>1,293,000</b>	<b>1,346,000</b>	<b>1,407,357</b>	<b>61,357</b>
<b>EXPENDITURES</b>				
Salaries and related benefits	870,000	960,000	954,484	5,516
Legal and accounting	20,000	20,000	16,800	3,200
Insurance	117,000	127,000	124,927	2,073
Office supplies	100,000	42,000	44,630	(2,630)
Repairs and maintenance	16,000	16,000	20,176	(4,176)
Utilities	15,000	20,000	24,612	(4,612)
Capital outlay	20,000	30,000	29,719	281
Miscellaneous	40,000	102,500	95,920	6,580
<b>Total expenditures</b>	<b>1,198,000</b>	<b>1,317,500</b>	<b>1,311,268</b>	<b>6,232</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>95,000</b>	<b>28,500</b>	<b>96,089</b>	<b>67,589</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Sale of fixed assets	0	0	14,837	14,837
Transfers in	0	0	0	0
Transfers out	(95,000)	(80,000)	(80,000)	0
<b>Total other financing sources (uses)</b>	<b>(95,000)</b>	<b>(80,000)</b>	<b>(65,163)</b>	<b>14,837</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>0</b>	<b>(51,500)</b>	<b>30,926</b>	<b>82,426</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>543,279</b>	<b>631,818</b>	<b>631,818</b>	<b>0</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 543,279</b>	<b>\$ 580,318</b>	<b>\$ 662,744</b>	<b>\$ 82,426</b>

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT**  
**Plaquemine, Louisiana**  
**IV-D FUND**

**BUDGETARY COMPARISON SCHEDULE**  
**For the Year Ended December 31, 2007**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
<b>REVENUES</b>				
Commissions on fines, forfeitures and fees for collection of worthless checks	\$ 0	\$ 0	\$ 0	\$ 0
Intergovernmental revenues:				
Federal grants	150,000	143,500	172,106	28,606
Total revenues	150,000	143,500	172,106	28,606
<b>EXPENDITURES</b>				
Salaries and related benefits	228,900	228,900	224,536	4,364
Legal and accounting	0	0	0	0
Insurance	0	7,000	7,861	(861)
Office supplies	3,000	3,700	3,628	72
Repairs and maintenance	2,000	500	678	(178)
Utilities	4,500	4,000	4,119	(119)
Capital outlay	3,800	1,800	2,749	(949)
Miscellaneous	2,500	2,500	2,230	270
Total expenditures	244,700	248,400	245,801	2,599
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(94,700)	(104,900)	(73,695)	31,205
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	95,000	80,000	80,000	0
Transfers out	0	0	0	0
Total other financing sources (uses)	95,000	80,000	80,000	0
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	300	(24,900)	6,305	31,205
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	9,577	34,700	34,700	0
<b>FUND BALANCE AT END OF YEAR</b>	\$ 9,877	\$ 9,800	\$ 41,005	\$ 31,205

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT**  
**Plaquemine, Louisiana**  
**WORTHLESS CHECK FUND**

**BUDGETARY COMPARISON SCHEDULE**  
**For the Year Ended December 31, 2007**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
<b>REVENUES</b>				
Commissions on fines, forfeitures and fees for collection of worthless checks	\$ 65,000	\$ 53,000	\$ 58,976	\$ 5,976
Intergovernmental revenues:				
Federal grants	0	0	0	0
<b>Total revenues</b>	<b>65,000</b>	<b>53,000</b>	<b>58,976</b>	<b>5,976</b>
<b>EXPENDITURES</b>				
Salaries and related benefits	0	0	0	0
Legal and accounting	0	0	0	0
Insurance	0	0	0	0
Office supplies	0	0	0	0
Repairs and maintenance	0	0	0	0
Utilities	0	0	0	0
Capital outlay	0	0	0	0
Miscellaneous	12,000	5,000	4,544	456
<b>Total expenditures</b>	<b>12,000</b>	<b>5,000</b>	<b>4,544</b>	<b>456</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>53,000</b>	<b>48,000</b>	<b>54,432</b>	<b>6,432</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	0	0	0	0
Transfers out	0	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>53,000</b>	<b>48,000</b>	<b>54,432</b>	<b>6,432</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>56,159</b>	<b>59,760</b>	<b>59,760</b>	<b>0</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 109,159</b>	<b>\$ 107,760</b>	<b>\$ 114,192</b>	<b>\$ 6,432</b>

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
Plaquemine, Louisiana  
EARLY INTERVENTION FUND**

**BUDGETARY COMPARISON SCHEDULE  
For the Year Ended December 31, 2007**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
<b>REVENUES</b>				
Commissions on fines, forfeitures and fees for collection of worthless checks	\$ 0	\$ 0	\$ 0	\$ 0
Intergovernmental revenues:				
Federal grants	0	11,348	24,336	12,988
Other revenues	0	43,500	43,500	0
<b>Total revenues</b>	<b>0</b>	<b>54,848</b>	<b>67,836</b>	<b>12,988</b>
<b>EXPENDITURES</b>				
Salaries and related benefits	0	0	0	0
Legal and accounting	0	0	0	0
Insurance	0	0	0	0
Office supplies	0	820	950	(130)
Repairs and maintenance	0	0	0	0
Utilities	0	0	0	0
Capital outlay	0	0	0	0
Miscellaneous	0	21,489	32,688	(11,199)
<b>Total expenditures</b>	<b>0</b>	<b>22,309</b>	<b>33,638</b>	<b>(11,329)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>0</b>	<b>32,539</b>	<b>34,198</b>	<b>1,659</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	0	0	0	0
Transfers out	0	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>0</b>	<b>32,539</b>	<b>34,198</b>	<b>1,659</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 0</b>	<b>\$ 32,539</b>	<b>\$ 34,198</b>	<b>\$ 1,659</b>

**SUPPLEMENTAL INFORMATION**

**MAJOR, MORRISON & DAVID**  
**CERTIFIED PUBLIC ACCOUNTANTS**

JOHN L. MORRISON III, CPA, PC  
MARK A. DAVID, CPA, PC

VAN P. MAJOR, CPA (1951-2005)

MEMBERS:  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Richard J. Ward, Jr.  
District Attorney, 18th Judicial District  
Plaquemine, Louisiana 70765

We have audited the accompanying financial statements of the governmental activities and each major fund of the District Attorney, 18th Judicial District for the Parishes of Iberville, Pointe Coupee, and West Baton Rouge, State of Louisiana, a component unit of the Iberville and West Baton Rouge Parish Councils and Pointe Coupee Parish Police Jury, as of and for the year ended December 31, 2007, which collectively comprise the District Attorney's basic financial statements and have issued our report thereon dated May 30, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the District Attorney's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District Attorney's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the District Attorney's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the District Attorney's financial statements that is more than inconsequential will not be prevented or detected by the District Attorney's internal control. We consider the deficiencies described in the accompanying schedule of findings and responses as item 07-1 and 07-2 to be a significant deficiency in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the District Attorney's internal control. Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, of the significant deficiencies described above, item 07-1, we consider to be a material weakness.

**Compliance and Other Matters**

AS part of obtaining reasonable assurance about whether the District Attorney's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However,

providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matter that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 07-3.

We noted certain matters that we reported to management of the District Attorney in a separate letter dated May 30, 2008.

The District Attorney's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. We did not audit the District Attorney's response and, accordingly, we express no opinion on it.

This report is intended for the information of the District Attorney, the Iberville and West Baton Rouge Parish Council and Pointe Coupee Parish Police Jury, the Legislative Auditor for the State of Louisiana, and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Major, Morrison & David  
New Roads, Louisiana  
May 30, 2008



**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
Plaquemine, Louisiana**

**Schedule of Findings and Responses  
For the Year Ended December 31, 2007**

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issued:	Unqualified
Internal control over financial reporting:	
Material weakness (es) identified?	<u>  X  </u> yes <u>    </u> no
Control deficiency(s) identified not considered to be material weaknesses?	<u>  X  </u> yes <u>    </u> none reported
Noncompliance material to financial statements noted?	<u>  X  </u> yes <u>    </u> no

**SECTION II - FINANCIAL STATEMENT FINDINGS**

**Finding 07-1**

**Criteria:** Accounting duties should be segregated to achieve effective internal control and safeguarding of assets.

**Condition:** Lack of segregation of duties in processing cash transactions.

**Effect:** A defalcation or misappropriation of funds could more easily occur.

**Cause:** Lack of segregation of duties, which permits control to be exercised over the accounting records by a person who also handles or controls cash transactions without any intervention by another person.

**Recommendation:** We recommend that steps be taken to segregate duties in processing cash transactions.

**Management's Response:** Because of the limited number of accounting personnel, total segregation of accounting duties will not be possible or cost beneficial. However, management has established and implemented additional procedures to reduce potential problems and will continue to review accounting procedures and make internal control improvements that are practical.

**Finding 07-2**

**Condition:** As is common in small organizations, the District Attorney does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in preparing its financial statements, including related notes. As such management has chosen to engage the auditor to prepare the annual financial statements. This condition is intentional by management based upon the District Attorney's limited administrative personnel, along with the cost effectiveness of acquiring the ability to prepare financial statements in accordance with GAAP. Based on this decision, internal controls over the preparation of the financial statements, including the notes, in accordance with GAAP have not been established. Under generally accepted auditing standards, this represents a significant deficiency in internal controls.

**Statement on Auditing Standards (SAS) No. 112** requires that we report the above condition as a control deficiency. SAS 112 does not provide for exceptions to reporting deficiencies that are resolved with non-audit services performed by the auditor or deficiencies for which the costs to make it impractical to correct.

**Recommendation:** As discussed above, whether it is cost effective to correct a control deficiency is not a determining factor in applying SAS 112 reporting requirements. The District Attorney has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interests of the office to outsource this task to its independent auditors, and carefully review the draft financial statements and notes prior to approving them and accepting responsibility for the contents and presentation.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT  
Plaquemine, Louisiana**

**Schedule of Findings and Responses  
For the Year Ended December 31, 2007**

Management's Response: Management has agreed with the auditor's finding and recommendation.

**Finding 07-3**

Criteria: Actual expenditures and other uses plus projected expenditures and other uses for the remainder of the year, within a fund, shall not exceed the total budgeted expenditures and other uses by 5% or more.

Condition: The District Attorney's actual expenditures and other uses within the Early Intervention Fund failed to meet budgeted expenditures by 5% or more.

Context: Total actual expenditures and other uses within the Early Intervention Fund were \$33,638 and budgeted expenditures and other uses totaled \$22,309 which is a difference of \$11,329 and represents 50.8% more than budgeted amounts.

Effect: It results in the District Attorney to be in violation of LSA-RS39:1310(a)(2) regarding budgetary authority and control.

Cause: Upon preparation of the original budgets, management did not expect to receive this grant money nor the need for having an early intervention fund. Upon their notification that the funds would be provided, management prepared an amended budget for this fund. However, due to incorrectly classified expense payments paid by the general fund to be reimbursed upon early intervention fund receipt of revenues and year-end contract expense accruals, management did not take these amounts into account when preparing their final amended budgets resulting in actual expenses exceeding budgeted amounts by more than 5%.

Recommendation: Management should monitor more closely actual expenditures and compare to budgeted amounts more frequently, and amend the budget if necessary.

Management's Response: Management has indicated that this was an isolated event due to the newness of the early intervention fund. Since overall expenditures were small for the current period, any slight variance will have an effect on the difference between actual and budgeted amounts not meeting the 5% limit. Management will take steps to monitor the budget on a more frequent basis in order to avoid this occurrence from happening again.

**DISTRICT ATTORNEY OF THE EIGHTEENTH  
JUDICIAL DISTRICT  
Plaquemine, Louisiana**

**Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2007**

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
<b>Section I – Internal Control and Compliance Material to the Financial Statements:</b>				
06-1	FY98	Lack of segregation.	Partially	Total segregation is impractical. Will make cost effective improvements.

**Section II – Internal Control and Compliance Material to Federal Awards:**

None.

**Section III – Management Letter**

Reporting on lack of segregation of duties resulting in significant control deficiency.

**DISTRICT ATTORNEY OF THE EIGHTEENTH  
JUDICIAL DISTRICT  
Plaquemine, Louisiana**

**Corrective Action Plan for  
Current Year Audit Findings  
For the Year Ended December 31, 2007**

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completed</u>
<b>Section I – Internal Control and Compliance Material to the Financial Statements:</b>				
07-1	Lack of segregation.	Due to the size of the District Attorney's office, total segregation of accounting duties is impractical. Management will review accounting procedures and make internal control improvements that are cost effective.	R. Ward	Ongoing
07-2	The district attorney does not have a staff person who has qualifications & training to apply GAAP in preparing the entity's financial statements.	The district attorney has evaluated cost vs. benefit of establishing controls over preparing the financial statements in accordance with GAAP & determined that it is best to have the auditor prepare the financial statements and notes & review drafts before approving the reports for issuance.	R. Ward	Ongoing
07-3	Violation of RS 39:1310 (A)(2) regarding budgetary control.	Additional steps will be taken to more closely monitor the budget more frequently and compare to actual revenues.	R. Ward	6/01/07

**Section II – Internal Control and Compliance Material to Federal Awards:**

None.

**Section III – Management Letter**

We reported on the lack of segregation of duties and of experienced staff to prepare the financial statements resulting in significant control deficiencies.

**MAJOR, MORRISON & DAVID**  
**CERTIFIED PUBLIC ACCOUNTANTS**

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CERTIFIED PUBLIC ACCOUNTANTS

Richard J. Ward, Jr., District Attorney  
18<sup>th</sup> Judicial District  
Plaquemine, Louisiana 70765

In planning and performing our audit of the financial statements of the governmental activities and each major fund of the District Attorney as of and for the year ended December 31, 2007, in accordance with auditing standards generally accepted in the United States of America, we considered the District Attorney's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the governmental unit's internal control. Accordingly, we do not express an opinion on the effectiveness of the governmental unit's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies and that we consider to be a material weakness.

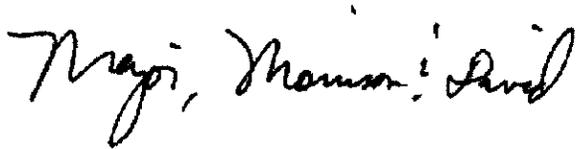
A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiencies to be significant deficiencies in internal control.

Item 07-1: Lack of segregation of duties involving cash transactions.

Item 07-2: Lack of experienced personnel to prepare the financial statements

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. We believe that the deficiency referred to as Item 07-1 in the preceding paragraph constitutes a material weakness.

This communication is intended solely for the information and use of the District Attorney, management, the Legislative Auditor for the state of Louisiana, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.



Major, Morrison & David  
New Roads, Louisiana  
May 30, 2008